



VICTIMS COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

**STAFF SERVICES MANAGER I
QUALITY ASSURANCE MENTAL HEALTH
PERMANENT/FULL-TIME
\$4,746.00 - \$5,726.00**

POSITION SUMMARY:

Under the general direction of the Staff Services Manager II of the Quality Assurance and Mental Health Section (QAMH), the Staff Services Manager I in QAMH performs at the first working supervisory level and is responsible for the supervision, administrative direction and guidance of staff within the QAMH Section.

ESSENTIAL FUNCTIONS:

- Provide supervision of analytical and clerical staff on the day-to-day claim verification activities including the review, evaluation, and preparation of recommendations on the appropriateness of mental health treatment.
- Provide input to Executive management on the formulation, development and implementation of mental health policies and practices affecting the VCP Program.
- Oversee analytical staff regarding on-site clinical audits of Non-Profit Agreement (NPA) and For-Profit providers and their staff, and audits of randomly selected mental health claims to insure quality and adherence to statutes and regulations.
- Perform various tasks related to personnel management and development; provide leadership, guidance and direction to staff; assess employee performance, establish performance criteria and complete periodic appraisals; provide technical guidance and support; review staff work, provide feedback and other related tasks.
- Serve on various committees to represent the VCP Program regarding mental health issues impacting the VCP Program.

DESIREABLE QUALIFICATIONS

- Excellent communication and interpersonal skills.
- Demonstrated ability to effectively direct and manage staff resources.
- Team building experience.
- Experience in a leadership role dealing with politically sensitive projects and issues.
- Problem solving and decision making skills.
- Demonstrated ability to provide leadership, guidance, training and technical assistance to section staff, state agencies, and county representatives.

WHO MAY APPLY:

Current SSM I or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victims Compensation and Government Claims Board
Human Resources Section
Attn: Robin Jones
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
rjones1@vcgcb.ca.gov

**Final Filing Date:
February 28, 2006,
Or Until Filled**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

Training & development assignments may be considered for most positions

California Relay Service:

Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-280-4800-002